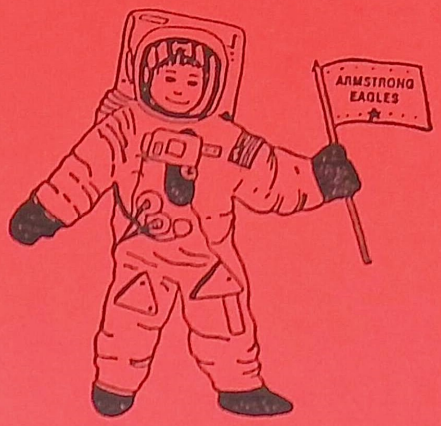

NEIL ARMSTRONG ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

212 S. PARKVIEW DRIVE
ELDRIDGE, IOWA
52748

285-8223

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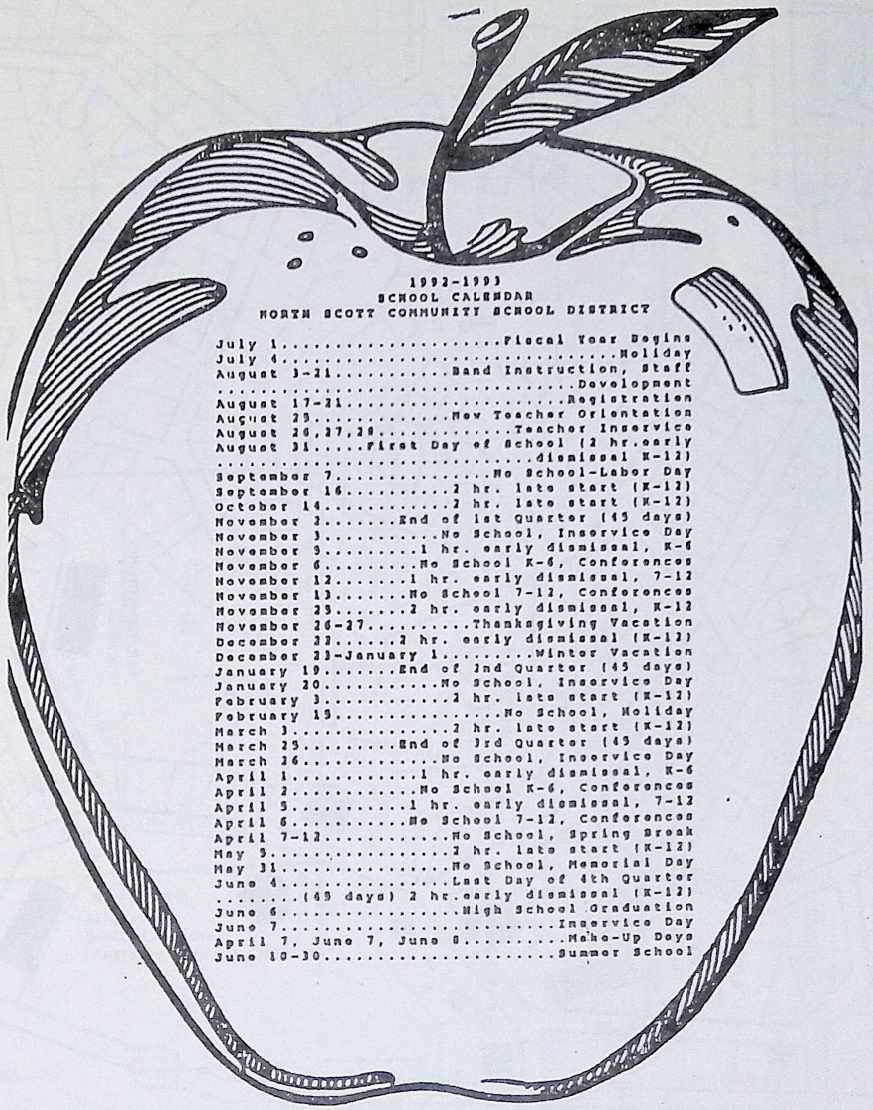
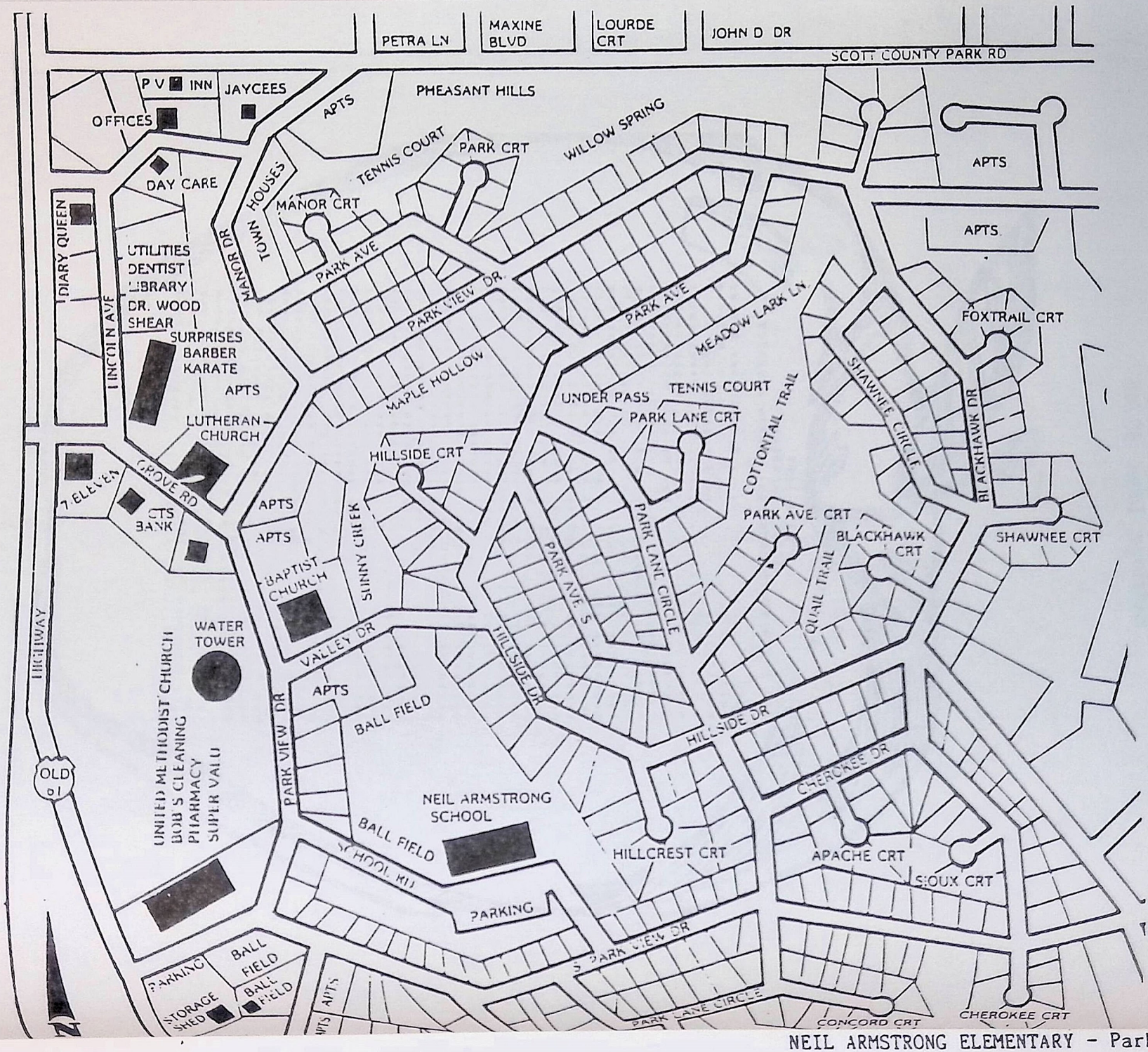
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

251 E. Iowa Street
Eldridge, Iowa 52748



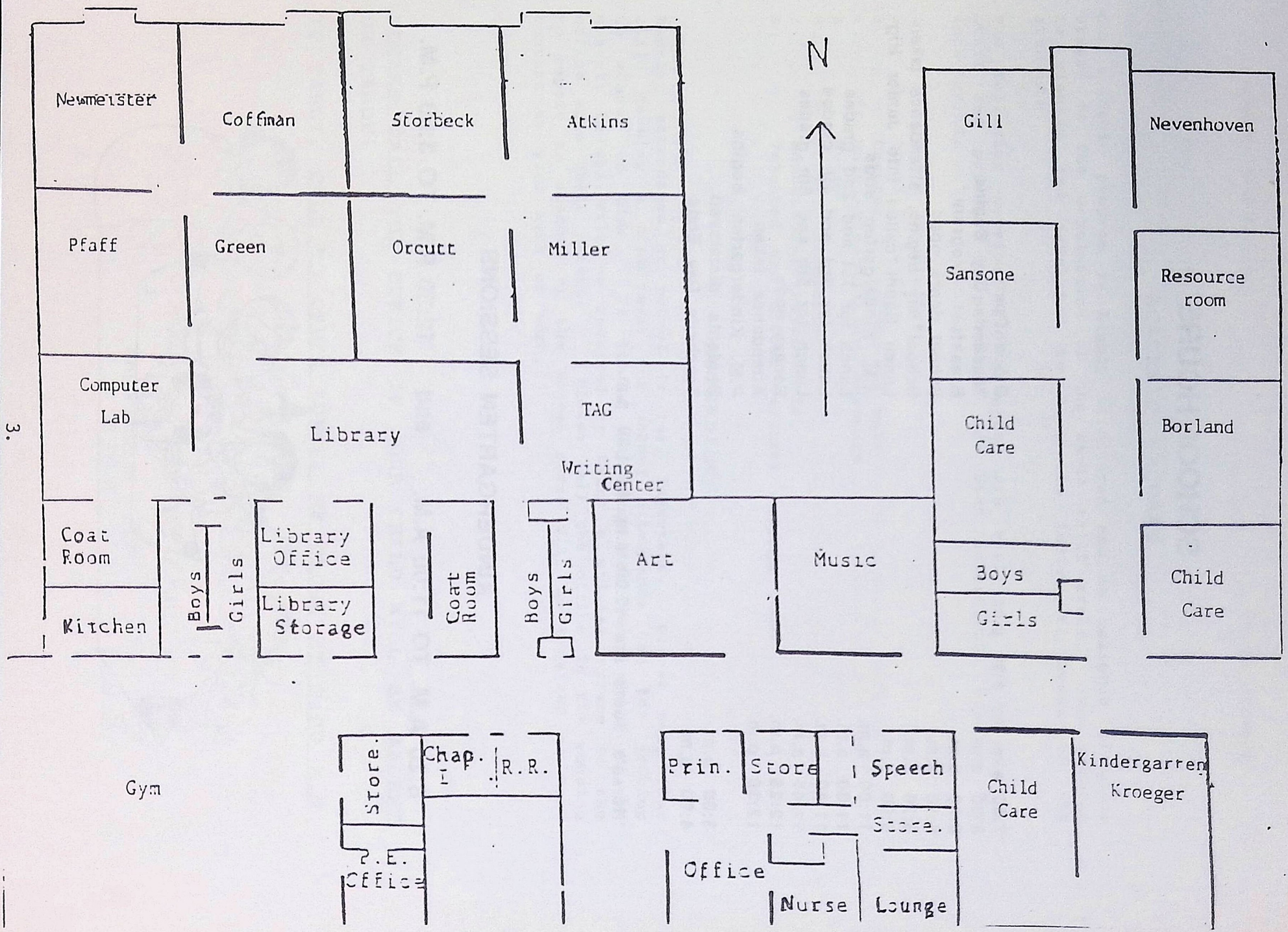
1992-1993
SCHOOL CALENDAR
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

July 1.....Fiscal Year Begins
July 4.....Holiday
August 3-21.....Band Instruction, Staff
.....Development
.....Registration
August 17-21.....
August 25.....New Teacher Orientation
August 26,27,28.....Teacher Inservice
August 31.....First Day of School (2 hr.early
.....dismissal K-12)
September 7.....No School-Labor Day
September 16.....2 hr. late start (K-12)
October 14.....2 hr. late start (K-12)
November 2.....End of 1st Quarter (45 days)
November 3.....No School, Inservice Day
November 9.....1 hr. early dismissal, K-6
November 6.....No School K-6, Conferences
November 12.....1 hr. early dismissal, 7-12
November 13.....No School 7-12, Conferences
November 25.....2 hr. early dismissal, K-12
November 26-27.....Thanksgiving Vacation
December 22.....2 hr. early dismissal (K-12)
December 23-January 1.....Winter Vacation
January 19.....End of 2nd Quarter (45 days)
January 20.....No School, Inservice Day
February 3.....2 hr. late start (K-12)
February 15.....No School, Holiday
March 3.....2 hr. late start (K-12)
March 25.....End of 3rd Quarter (45 days)
March 26.....No School, Inservice Day
April 1.....1 hr. early dismissal, K-6
April 2.....No School K-6, Conferences
April 5.....1 hr. early dismissal, 7-12
April 6.....No School 7-12, Conferences
April 7-12.....No School, Spring Break
May 3.....2 hr. late start (K-12)
May 31.....No School, Memorial Day
June 4.....Last Day of 4th Quarter
.....(45 days) 2 hr.early dismissal (K-12)
June 6.....High School Graduation
June 7.....Inservice Day
April 7, June 7, June 8.....Make-Up Days
June 10-30.....Summer School



NEIL ARMSTRONG ELEMENTARY - Park View

NEIL ARMSTRONG ELEMENTARY - Park View



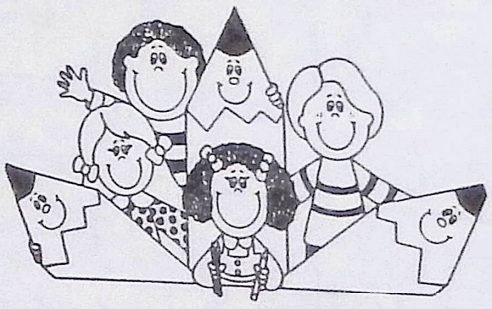
SCHOOL HOURS

7:30 a.m. to 4:30 p.m.	Office Open
8:00 a.m.	Teacher's Day Begins
8:00 a.m.	Breakfast Program
8:10 a.m.	School doors open
8:20 a.m.	School day begins, attendance taken
9:00 a.m.	Lunch Count called into Junior Hig
11:00 a.m.	A.M. Kindergarten ends
11:30 a.m.	Lunch for 1st and 2nd grades
11:40 a.m.	Lunch for 3rd and 4th grades
11:45 a.m.	Lunch for 5th and 6th grades
12:25 p.m.	Recess ends
12:30 p.m.	Attendance taken
	P.M. Kindergarten begins
3:00 p.m.	Students dismissed
4:00 p.m.	Teacher's Day Ends

*Nurse's hours are 10:00 a.m. to 1:30 p.m.

KINDERGARTEN SESSIONS

8:20 A.M. TO 11:00 A.M. and 12:30 P.M. TO 3:00 P.M.



ACADEMIC PROGRAM

Our academic program is highly structured and is designed to place stress on the development of the basic skill areas. Our program is planned and developed to meet the individual needs of the students.

The following services and programs are available to assist the staff and parents in providing the best educational program for each child:

1. Media Specialist
2. Special Reading
3. Chapter I reading and math
4. Multi-Disabilities Resource
5. Nurse
6. Speech Clinician
7. Educational Psychologist
8. Talented and Gifted Resource Program (TAG)

ATTENDANCE

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. If it is necessary for your child to be absent, he/she will be required to bring a written excuse to the office upon their return. Please call the office in the morning to report an absence or the school nurse will be required to make contact at your home or work.

PLEASE CALL THE OFFICE IF YOUR CHILD WILL BE ABSENT OR TARDY!

IF TARDY, <u>CALL TO ORDER LUNCH, WE ORDER AT 9:00 A.M.</u>

LATE ARRIVALS

If a student will be arriving late for school and intends to eat hot lunch, the order must be phoned into our office NO LATER THAN 9:00 A. M. OR WE WILL BE UNABLE TO PROVIDE A HOT LUNCH.

LOST AND FOUND

All lost and found articles are placed in a large box found inside the front hall. Parents and students are encouraged to check regularly. Many items go unclaimed every year. Small items such as keys are kept in the office. Please put your child's name on lunch boxes.

RECESS AND PHYSICAL EDUCATION

All students are expected to participate in outdoor recess activities unless a written excuse from a parent is received.

Teachers may keep a child in from recess as a form of discipline or in order to make up work.

Physical education is a required class for all students. Their regular participation is expected unless they have a written excuse. If an excessive amount of excuses are received, a note from your family physician my be requested.

Tennis shoes with shoe laces are required.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences; one at the end of the first quarter, and one at the end of the third quarter. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updated may also be sent home from time to time.

SCHOOL CLOSING DURING BAD WEATHER

Closings are broadcast on radio stations and television stations, SEE LIST. If school has to be called off, radio announcements will go out as soon as the decision can be made.

It is the RESPONSIBILITY OF PARENTS TO HAVE MADE ARRAGEMENTS FOR STUDENTS WHO MAY HAVE TO BE SENT HOME EARLY. PLEASE MAKE PLANS AHEAD AND DISCUSS THEM WITH YOUR CHILD SO THEY KNOW WHAT THEY ARE TO DO.

RADIO AND TELEVISION STATIONS FOR BAD WEATHER

Radio stations are: KSTT, WXP, 97X, WMRX, WLLR, POWER 98.9., KRVR, KBQC and K-LITE

Televisions stations are: WOC, KWQC, WQAD, AND KLJB.

USE OF SCHOOL FACILITIES

It is the wish of the North Scott Board of Education that our facilities be used the fullest extent possible. Non-profit organizations may use the building by simply completing the Facility Use form that can be obtained in the office

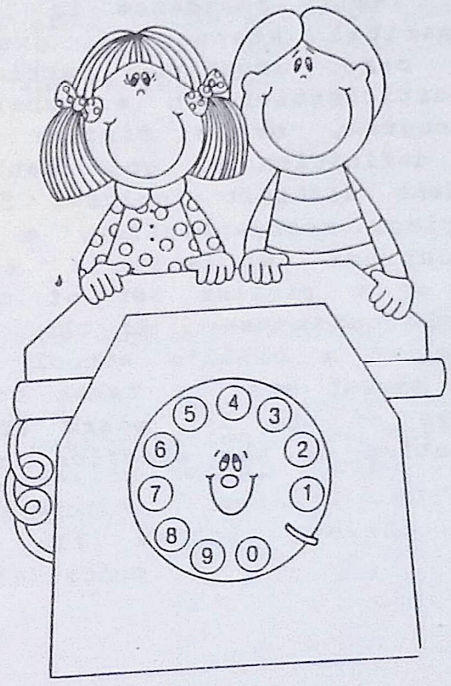
TELEPHONE

The school telephone is reserved for business use. Student use of the school telephone is limited to cases of ABSOLUTE NECESSITY. Students will be allowed to use the telephone only if they have a pass from their teacher. Parents should make arrangements with their children in the morning regarding after-school activities, homework assignments, permission slips, etc.

TESTING

The Iowa Test of Basic Skills is given to the students each year. The dates of this testing will be announced. The main emphasis of the testing is to improve our overall educational program and provide information regarding student progress. Other tests will be given by classroom teachers in various subject areas throughout the year for student placement and/or evaluation.

Another standardized test given is the Cognitive Abilities Test which is administered to the third and sixth grades.



TRANSFERS IN/OUT FOR THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, hot lunch tickets, etc. No refunds will be made until all fee or fines have been paid.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent office on or before October 30 of the year preceding the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause which for the purposes of open enrollment means a change in the status of a child or a change in the status of the child's resident district. A change in the status of a child includes a change in the child's residence due to a change in the family residence, a change in the state in which the family residence in located, a change in a child's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, participation in a substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of good cause. A change in the status of the resident district includes failure of negotiations for whole-grade sharing, reorganization, a dissolution agreement, rejection of a current whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a child's school district of residence, however, action by a parent must be taken to file the notification within forty-five days of the 1st board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or charted buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration.

EQUAL EDUCATION OPPORTUNITY

Children enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the superintendent or designee. The educational equity coordinator for the North Scott Community School District is Dr. DeLuca, North Scott Administration Office at 251 East Iowa Street, Eldridge, Iowa (285-4819).

ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege--not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline. For safety reasons we only allow students in grades 2-6 to ride their bicycles to school. Bikes are not to be ridden on the school property.

KINDERGARTEN SUPPLY LIST

paint shirt

milk money--10 day ticket is $1.00

a tote bag to be carried each day

2 primary Try Rex pencils (buy at school)

1 pair safety scissors (buy at school)

1 box 8 large Crayola crayons(buy at school)

1 1 1/4 bottle Elmer's glue(buy at school)

Kleenex upon request

A specific type of crayon, pencil and scissors is required, so please purchase these at school.

Label above items with child's name using a permanent marker.

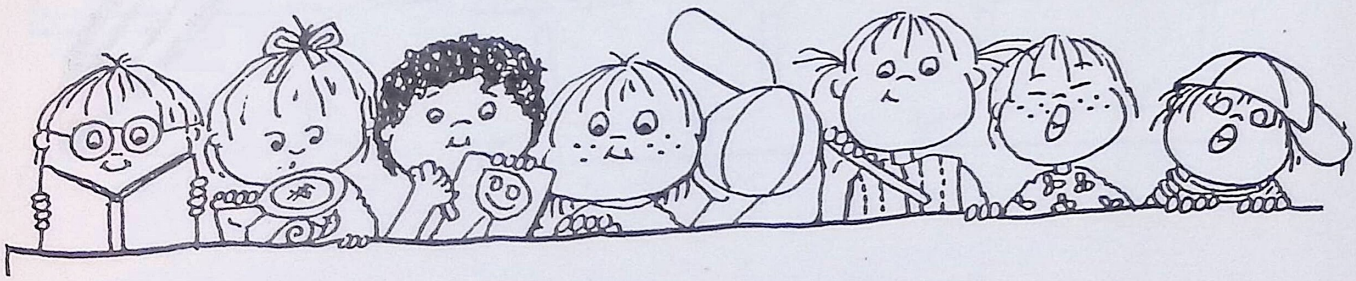
SPECIAL DIRECTIVES FOR K-1 STUDENTS

1. K-1 students will need both Kindergarten and first grade supplies.

2. They will need a lunch ticket. If they are carrying a sack lunch, a milk ticket will need to be purchased.

3. Whenever there is an early dismissal, K-1 children WILL NOT LEAVE AT 11 A.M. with the Kindergarten class BUT REMAIN UNTIL dismissed with first grade.

4. When there is NO MORNING KINDERGARTEN session, K-1 students may come that day for lunch at 11:25 a.m. or the afternoon first grade session at 12:25.



NEIL ARMSTRONG ELEMENTARY SCHOOL

Supply List for First Grade Students

*Box of Crayons

*4 Pencils (#2 lead preferred)- Please write name on each pencil, and check with your child often, for pencils are used rapidly.

*1 Eraser

*1 Pair Scissors

*Glue

*1 Large Box Kleenex

*Book Bag to carry materials home each day

Please send any money in an envelope with your child's name on it. State what it is for and the amount enclosed.

We suggest each child bring a box to contain their small items so they are not so easily lost.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF THE ABOVE ITEMS.

Please send $1.00 for classroom holiday parties.

SECOND GRADE SUPPLY LIST

2 POCKET FOLDERS

crayons, NOT MARKERS

1 dozen #2 pencils

ruler

glue

small notebook, 3 1/2 x 5

2 erasers

2 spiral notebooks 8 1/2 x 11

1 box kleenex

pencil box

a recent picture of yourself

2 magazines with lots of pictures that can be cut out

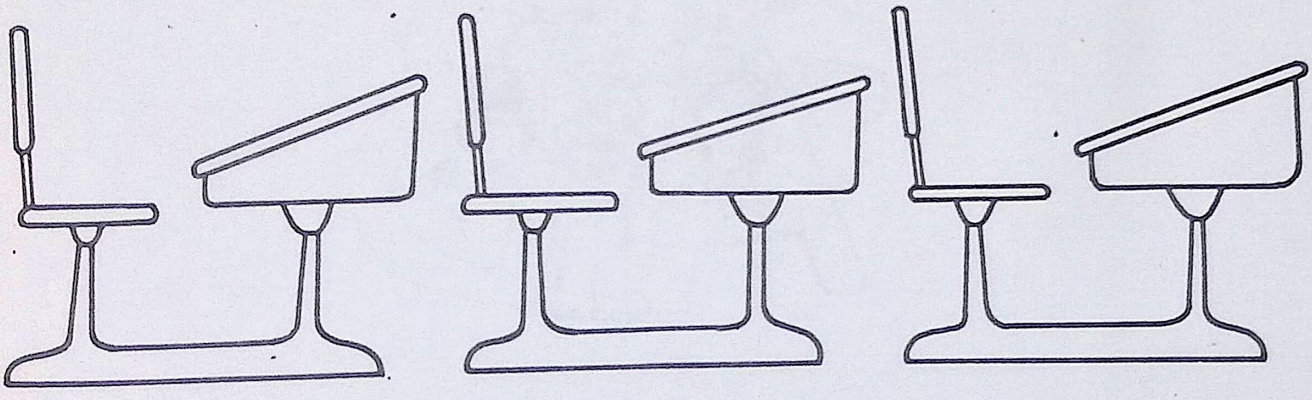
Please send any money in an envelope with your child's name on it. State what it is for and the amount enclosed.

We suggest each child bring a box to contain their small items so they are not so easily lost.

When ordering book club books, please make checks payable to the BOOK CLUB.

Please send $1.00 for classroom holiday parties.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF THE ABOVE ITEMS !!!!!!



THIRD GRADE SUPPLY LIST

scissors

white wide-lined paper

crayons or magic markers

#2 pencils

(NO BINDER notebooks OR trapper keepers, as the desks are small)

eraser, glue, Kleenex,

plastic zipper storage bag for pencils/crayons (please NO BOXES as the desks are small)

ruler with metric measurements, 3 folders

gym shoes with white soles

2 spiral bound notebooks 8 1/2 x 11

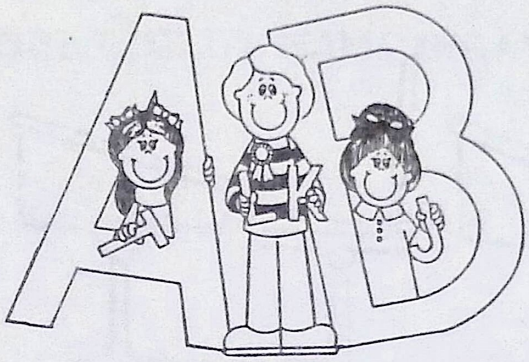
3 folders

Please send any money in an envelope with your child's name on it. State what it is for and the amount enclosed.

When ordering book club books, please make checks payable to the BOOK CLUB.

Please send $1.00 for classroom holiday parties.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF THE ABOVE ITEMS !!!!!



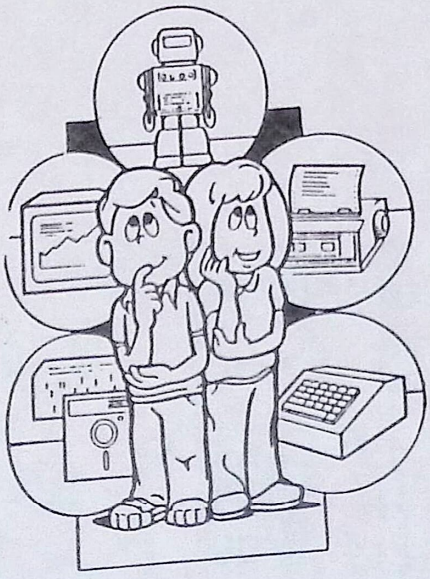
FOURTH GRADE SUPPLY LIST

4 spiral notebooks
4 pocket folders
2 packages loose leaf wide-lined paper
pencil box
ruler with inches and centimeters
1 5.25 data disk (buy at school) 50¢
crayons
assignment notebook (buy at school) $2.00
glue
scissors
pencils #2 and eraser
2 boxes of kleenex
white sole gym shoes

When ordering book club books, please make checks payable to the BOOK CLUB.

Please send $1.00 for classroom holiday parties.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF THE ABOVE ITEMS !!!!!



FIFTH AND SIXTH GRADE SUPPLY LIST

2 Large Kleenex
4 #2 pencils
blue ink pens
red ink pens
ruler
scissors
calculator (6th grade only)
white sole gym shoes
glue
crayons/markers
eraser
wide lined loose leaf paper
protractor
10 double pocket portfolios
3 spiral notebooks (70 page minimum)

Because of lack of storage, no trapper keepers will be permitted.
We suggest each child needs to bring a box to contain their small items.
$1.00 party money.
Computer disk fee .50 (buy at school)
Assignment book $2.00 (buy at school)

Mark your name on all items.

Please have items on first day of school. Restock as necessary.

When ordering book club books, please make checks payable to the BOOK CLUB.